

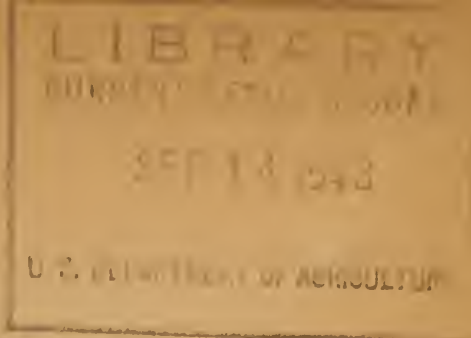
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WAR FOOD ADMINISTRATION

Washington 25, D. C.



August 24, 1943

ADMINISTRATOR'S MEMORANDUM NO. 25

Routing and Clearance of Maximum Price Regulations

All dockets and other formal correspondence between the Office of Price Administration and the War Food Administration relating to proposed maximum price regulations or to changes in existing maximum price regulations, whether such dockets or correspondence originate in the Office of Price Administration or within the War Food Administration, shall, prior to submission to the Administrator for signature, be channelled through Mr. J. Joe Reed, Room 4097. Mr. Reed will be responsible for obtaining the clearance of all such dockets or correspondence through both the Food Distribution Administration and the Food Production Administration and such other agencies of the War Food Administration as may be appropriate. Such dockets or correspondence will be submitted for the Administrator's signature by Mr. Reed. In order to facilitate the prompt and efficient handling within the War Food Administration of such dockets or correspondence transmitted by the Office of Price Administration, I am requesting the Price Administrator to instruct the members of his staff to address or deliver all such dockets or correspondence direct to Mr. Reed's office.

The Director of Food Distribution and the Director of Food Production may designate a representative or representatives of their respective agencies through whom clearance for their agencies may be obtained.

A handwritten signature in dark ink, appearing to read "Hamm Jones". The signature is fluid and cursive, with a large initial "H" and a long, sweeping underline.

Administrator

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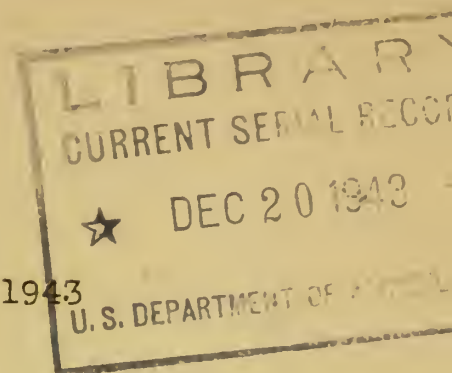
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WAR FOOD ADMINISTRATION

Washington 25, D. C.

December 3, 1943



ADMINISTRATOR'S MEMORANDUM NO. 25, SUPPLEMENT 1

Routing and Clearance of Maximum Price Regulations

In view of the transfer of Mr. J. Joe Reed to the Office of the Director of Food Production, he is being relieved of the duties assigned by Administrator's Memorandum No. 25 with respect to routing and clearance of maximum price regulations.

Miss Mary Mackesey, head of the Administrator's Correspondence Unit, Room 219, Extension 5033, will hereafter be responsible for the routing and clearing functions outlined in that Memorandum.

Marvin Jones
Administrator

